



**USAID**  
FROM THE AMERICAN PEOPLE

**EL SALVADOR**

**SOLICITATION NUMBER: 72051924R10001**

**ISSUANCE DATE: October 2, 2023**

**CLOSING DATE/TIME: October 16, 2023 /11:59 PM**  
**El Salvador time**

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC – Local Compensation Plan)**

**TITLE: Project Management Specialist (Public Service Provision)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Digitally signed  
by Andrew Reese  
Date: 2023.09.29  
10:07:59 -06'00'

**Andrew Reese**  
**Contracting Officer**

U.S. Agency for International Development  
Mission to El Salvador  
c/o United States Embassy  
Blvd. y Urb. Santa Elena  
Antiguo Cuscatlán, La Libertad  
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**I. GENERAL INFORMATION**

**1. SOLICITATION NO.: 72051924R10001**

**2. ISSUANCE DATE:** October 2, 2023

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 16, 2023 / 11:59 PM El Salvador time

**4. POINT OF CONTACT:** Executive Office / USAID, El Salvador; e-mail at [ssvacancies@usaid.gov](mailto:ssvacancies@usaid.gov)

**5. POSITION TITLE:** Project Management Specialist (Public Service Provision)

**6. MARKET VALUE: \$63,522.00 - \$101,641.00** equivalent to **FSN-12.**

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S. Mission in El Salvador. Final compensation will be negotiated within the listed market value.

**7. PERIOD OF PERFORMANCE:** USAID expects the successful offeror to provide continuous services under a series of sequential contracts subject to availability of funds.

**8. PLACE OF PERFORMANCE:** USAID/El Salvador with possible travel as stated in the Statement of Duties.

**9. ELIGIBLE OFFERORS:** This position is open to **All Interested Offerors**. ALL OFFERORS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

1. Current employees serving a probationary period are not eligible to apply.
2. Current employees with unsatisfactory performance are not eligible to apply.
3. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful offeror.

**10. SECURITY LEVEL REQUIRED:** Selected offeror must be able to obtain a favorable Security Certification for employment authorization from the U.S. Embassy's Regional Security Office.

**11. STATEMENT OF DUTIES**

**a) General Statement of Purpose of the Contract**

The Project Management Specialist (Public Service Provision-PSP) (the Specialist) is a key member of the USAID/El Salvador Democracy and Governance (DG) Office and serves as an advisor and provides strategic, technical, analytical, and management support on USAID PSP programming in El Salvador. The Specialist reports to the Deputy DG Office Director and is

responsible for the direct supervision and mentoring of six (6) staff members and provide coaching to the entire DG Office in the area of improving PSP.

The Specialist provides guidance on the implementation of USAID/El Salvador, Central America and Mexico (ECAM) Mission and U.S. Government interagency policies, including the Mission's Country Development Cooperation Strategy and Regional Development Cooperation Strategy, and the U.S. Embassy in San Salvador's Interagency Cooperation Strategy, as well as internationally recognized best practices in governance and PSP, to the USAID/ECAM DG Office and to USAID implementing partners. This position is responsible for coordinating with relevant host country ministries, directorates, agencies, and relevant citizen bodies supporting PSP related initiatives. The Specialist serves as a Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager on program/project/activities related to improved PSP in ECAM. The Specialist provides technical guidance to DG Office staff and leaders, the broader USAID Mission, implementing partners (IPs), the host government, and represents USAID within the interagency, in technical working groups, and other fora.

## **b) Statement of Duties to be Performed**

### **A. Technical and Strategic Leadership**

**30%**

- Provides senior/high level technical guidance to the Mission, the interagency team, the host country government, and to other development partners on issues pertaining to PSP. Provides technical guidance and leadership to the host country government in coordinating PSP support and policy formulation to strengthen public service provision systems, including transparency and accountability. Coordinates exchanges and sharing of best practices among USAID, USG and other stakeholders to strengthen public service provision systems.
- Stays abreast of state-of-the-art knowledge, programming and best practices related to PSP and utilizes this information to improve host country public service provision systems and advises accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID programming.
- Provides technical leadership to teams in the design, implementation, and evaluation of USAID programs in partnership with host country counterparts, USG staff, implementing partners, and other institutions in the host country. In collaboration with USAID staff, USG interagency colleagues and host country counterparts, provides technical guidance, identifies and develops public service provision strategies, key public service provision sector policy initiatives, and public service provision activities to be supported by USAID in the host country. Ensures that USAID's PSP activities are designed to support and strengthen host country public service provision programs and promote a sustainable approach to service delivery likely to result in better outcomes.
- Provides technical guidance and coordination to DG Office colleagues to ensure complementary and coordinated PSP investments that benefit the entire DG portfolio and relevant linkages to other portfolio work (e.g., citizen security, education, economic growth,

environment). Advances cross-technical collaboration, including with technical teams, to adequately address PSP barriers impacting public service provision goals.

- Provides guidance to DG Office colleagues to monitor the achievement of milestones of implementing partners (IPs) supporting PSP project implementation.
- Advances the availability and use of PSP data in programmatic reviews and annual and mid-term planning, including the Country Operational Plans and Performance Plan and Reports.

## **B. Program/Project/Activity Management**

**30%**

- Leads planning and design of appropriate strategies and implementation models for USAID's PSP investments in alignment with host country government and Agency strategy and priorities, resource availability, cost-effectiveness, and USAID's comparative advantage in the host country. The Specialist ensures USAID/host country programs for PSP are sustainable, technically sound, cost effective, and innovative.
- Serves as COR/AOR or Activity Manager for the DG Office program/project/activities related to improved public service provision, with responsibility for providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results and are linked to and enhance attainment of the DG Office, Mission and USG objectives.
- As a senior advisor, the Supervisory Specialist manages and provides oversight on strategy, project implementation, leveraging of public and private sector resources, fostering partnerships and alliances. Supports IPs to conduct robust knowledge management, communications, and outreach, monitoring and evaluation, and reporting as per USAID/Washington, D.C. and host country government requirements; and to disseminate learning/best-practices across the host country, consulates, and with other USAID Missions.
- Conducts site visits as required to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of USG funding.
- Advances metrics and data systems for monitoring of PSP activities and use of data by implementing partners in achieving anticipated results.
- Assists implementing partners to troubleshoot implementation problems and bring any major management or politically sensitive issues to the attention of relevant offices in USAID.

## **C. Representation and Reporting**

**20%**

- Represents the DG Office, Mission, and USG at national and/or international technical and programmatic meetings, within various working groups, and in consultations with other sector donors, government officials, and IPs. The Specialist has a significant presence and plays an influential role in establishing and sustaining close professional relationships to advance PSP activities, and foster partnerships for USAID investments.

- Conducts negotiations with high level host country government counterparts and other country counterparts regarding the design, development and implementation of public service provision programs and the types and amounts of support to be provided by each stakeholder. The Specialist has a significant presence and plays an influential role in establishing and sustaining close professional relationships to advance PSP activities, and foster partnerships for USAID investments.
- Prepares ad hoc reports as required for the Mission, USAID/Washington, donor coordination groups, and others.
- Drafts talking points and/or speeches for the Office Chief, Deputy Mission Director, Mission Director, Ambassador and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.
- Participates in workshops, special committees, and other fora as a technical advisor on PSP and represents USAID at designated national, regional, and international meetings that relate to PSP.
- Organizes site visits and prepares orientation materials for delegations from Congress, USAID Headquarters, State Department, and other agencies.

#### **D. Supervision, Coaching/Mentoring and Staff Support**

**20%**

- Supervises Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring and coaching them in facilitation of professional development. Conducts regular performance reviews and addresses any performance challenges that may arise. Works with direct reports to determine training needs, helps identify appropriate training opportunities, and ensures fair participation in training.
- Provides expert advice and guidance to direct reports on matters relating to PSP and how best the other program components could contribute to ensure effective public service provision.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

#### **c) Supervisory Relationship**

**1. Supervision Received:** The Specialist works under the supervision of the Deputy Office Director and is expected to work independently in carrying out responsibilities. The Specialist is expected to develop annual work objectives in consultation with the supervisor. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come

from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

**2. Supervision Exercised:** The Specialist (PSP) supervises four (4) Project Management Specialists, FSN-11 and one EFM Project Management Specialist, FP-04.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. **Education:** A minimum of a master's degree in a field relevant to public service provision, such as law, political science, public policy/administration, international development, or development economics. **(Copy of degree is required)**
- b. **Prior Work Experience:** A minimum of seven (7) years of progressively responsible, professional-level experience developing, implementing, and/or monitoring and evaluating public service provision activities (such as: governance and policy; human resource planning and management; financing; information systems; and/or another closely related area of public service provision) is required. At least three (3) years' experience collaborating with and/or working for the international organizations, donor agencies, host country government, private-sector institutions, or other organizations.
- c. **Language Proficiency:** Level 4 (fluent) English and local language proficiency, both oral and written, is required. (This will be tested)
- d. **Job Knowledge:** In depth knowledge in PSP specialty areas, such as: governance and policy; human resource planning and management; financing; information systems; and/or another closely related area of public service provision. In-depth knowledge of the public service provision sector and challenges in El Salvador and Central America is required. Comprehensive knowledge of governance and public service provision issues in the cooperating country is required. Knowledge or the potential to acquire knowledge of USG/USAID regulations and programming in the public service provision sector must be demonstrated. (This may be tested)
- e. **Skills and Abilities:** The Specialist must possess strong skills in communication (verbal and written), advocacy and networking. The Specialist must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. This position requires an outstanding ability to exercise flexibility to be able to accept and react to evolving planning and implementation contexts. The Specialist must demonstrate excellent computer skills including skills with Microsoft Office, Google Docs, web-based databases, and electronic filing. Demonstrated previous experience with use of Microsoft Excel and Google Sheets for data analysis. The

Specialist takes initiative and offers leadership in reviewing the progress of programs and projects under his/her/their responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USAID and USG reporting requirements. The Specialist demonstrates timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact. (This may be tested)

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

USAID may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after an offeror is interviewed.

1. Offerors will be initially screened based on the extent to which the individual meets the minimum qualifications above.
2. A Technical Evaluation Committee (TEC) will review and evaluate the offers that meet the minimum requirements and will create a ranking of the most highly rated and technically qualified offerors based on the following evaluation criteria:

**Prior Work Experience (35%)**

**Job Knowledge (35%)**

**Skills and Abilities (30%)**

As assessed against the Technical Evaluation criteria, offerors who possess qualifications that exceed the minimum requirements may be awarded additional points/credit in the evaluation process.

3. The TEC will conduct interviews of the most highly rated offerors before making a selection recommendation to the Contracting Officer (CO). The interview will be one of the determining factors in the final selection.



4. Before a final offeror is selected for the position, the CO will direct the TEC or the Human Resources Division to perform professional reference checks and they will also be factored into the final selection.
5. At the end of the process, only the Offerors who are invited for an interview will be notified of the TEC final selection.

#### **IV. SUBMITTING AN OFFER**

1. Interested offerors for this position must complete and submit the following form or the offers will not be considered:  
**Application for US Federal Employment (DS-174 English version)**, which is available on our website <https://eforms.state.gov/Forms/ds174.pdf>
2. Offerors must submit the DS-174 to [ssvacancies@usaid.gov](mailto:ssvacancies@usaid.gov) and clearly reference the solicitation number and Position Title on all offeror submitted documents.
3. **Offerors must submit a copy of the required degree.**
4. Offerors may submit any other documentation (e.g., cv, cover letter, essays, certificates, awards, etc.) that addresses the qualification requirements of the positions as listed above.
5. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

1. Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the appropriate forms.

#### **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a Cooperating Country National (CCN) PSC is authorized benefits and allowances in accordance with AIDAR Appendix J and the LCP of the U.S. Mission in El Salvador.



**VII. TAXES**

Locally employed staff are required to follow Mission policy and local labor law as described in the LCP.

**VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCNPSC** award are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor –

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGES%20Regulations>.
5. **PSC Ombudsman**  
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has

entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov)

**6. FAR Provisions Incorporated by Reference**

52.204-27 - PROHIBITION ON A BYTEDANCE COVERED APPLICATION - (JUN 2023)